

TIGARD MUNICIPAL CODE

Chapter 9.04 GENERAL PROVISIONS.

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- 9.04.010 Purpose.**
- 9.04.020 Facility Reservation.**
- 9.04.040 Refund Of Fees And Change In Reservation.**
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9.04.010 Purpose.

The purposes of these rules and regulations are to:

(1) Facilitate maximum use of public facilities by the general public;

(2) Coordinate the use of park and recreation facilities, thus assuring maximum opportunity for use through the convenience of advance reservations;

(3) Provide facilities at minimal cost to the general public, but where exclusive use takes place or special handling is required, to assess the appropriate fees;

(4) Coordinate the public use of facilities with maintenance, construction and other activities. (Ord. 92-33 §1(Exh. A)(part), 1992: Ord. 83-55 §1(part), 1983: Ord. 78-13 §1, 1978).

9.04.020 Facility Reservation.

In order to provide for the convenience of advance reservation of park facilities, the following procedures are adopted:

(1) The formal application must be made through City Hall to reserve any public park and recreation facility for the exclusive use of a particular group.

(2) (A) All applications shall include the name of the organization/group, the facility requested, date and time requested, name, address and phone number of person in charge, type of activity and any special requests.

(B) All fees and any required deposit must be paid at the time the reservation is made. Field users may pay field rental charges in installment payments as agreed upon by the City Manager or designee. Fees shall be set by resolution of the City Council.

(3) A responsible person in charge must sign the application and be present at the function.

(4) Not-for-profit league field users, including, but not limited to, School District 23J, Tigard Little League and Tigard Soccer Association shall reserve fields through the Tigard field use committee.

(5) Total reservations at any one time shall not exceed five hundred people.

(6) City of Tigard sponsored activities shall have first priority for the use of parks and shall reserve space for their programs and activities first. The second priority for park scheduling is for the members of the Tigard field use committee. All other park users will be scheduled on a first-come, first-serve basis year around up to one year in advance.

(7) Park reservations allow for exclusive use of those areas indicated on the permit only. At no time will the reserving party block or inhibit in any way access to other parts of or facilities in the park.

(8) (A) Additional costs incurred by the City because of abuse or excessive cleanup and/or repair as determined by the public works department shall be charged to the reserving group creating the added cost. All such excessive

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cleanup and/or repair shall be documented by the public works crew, including photographs, and filed with the City Manager or designee.

(B) Fees for special equipment, circumstances, and/or personnel unknown at the time of application will be billed to the person in charge after the activity and upon computation of the charge. An advance deposit may be required at the time of application.

(9) (A) Use of Tigard city parks for profit-making activities by an individual or organization not defined as a nonprofit organization by the state is regulated by Section 7.52.080 of this code.

(B) Fundraising activities by state of Oregon designated nonprofit organizations or individuals must be approved by the City Manager or designee. (Ord 03-08, Ord. 92-33 §1(Exh. A)(part), 1992: Ord. 83-55 §1(part), 1983: Ord. 80-95 §2, 1980: Ord. 80-83 §3, 1980: Ord. 78-13 §2, 1978).

9.04.040 Refund Of Fees And Change In Reservation.

(a) Any group seeking a refund because of inability to use facilities as requested shall submit a written statement of refund request, to include:

(1) Name of group, address and telephone;

(2) Name, address and phone number of persons/group to whom refund is to be paid;

(3) The reason for seeking the refund and the amount requested;

(4) In no case shall the application fee be eligible for refund.

(b) All refund requests must be approved by the City Manager or designee.

(c) No refunds shall be made to any individual or organization based on weather conditions.

(d) Requests for refunds must be made two weeks prior to the reserved date.

(e) The City reserves the right to cancel any scheduled usage of the park at any time. Every effort shall be made to find an acceptable alternative date or location. A full refund including the application fee shall be issued when the City cancels a reservation. (Ord. 03-08, Ord. 92-33 §1(Exh. A)(part), 1992: Ord. 83-55 §1(part), 1983: Ord. 78-13 §4, 1978).

9.04.050 Repealed By Ord. 92-33.

9.04.060 Waiver Of Fees.

The Tigard City Council or designee shall hear appeals to waive fees. (Ord. 92-33 §1(Exh. A)(part), 1992: Ord. 86-27 §2, 1986).•